



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: February 11, 2025

SUBJECT: Agenda Item 6D: Adoption of a Resolution Amending the District's Salary Schedule as Recommended in the Total Compensation Analysis Report Prepared by Bryce Consulting Inc., With Salary Adjustments Effective for the Pay Period Beginning March 7, 2025

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 07-2025 Amending the District's Salary Schedule as Recommended in the Total Compensation Analysis Report Prepared by Bryce Consulting Inc., With Salary Adjustments Effective for the Pay Period Beginning March 7, 2025.

BACKGROUND:

For over a decade prior to 2018, the district experienced a significantly higher than normal employee turnover rates, resulting in negative service impacts, lower efficiency and deferred maintenance of critical equipment. The high turnover rate was determined to be attributable to compensation that did not keep up with the employment market, significantly higher workloads and overtime requirements due to reduced and inexperienced staffing, as well as frustrating levels of equipment failure due to lack of investment. Over the past seven years, the district has addressed each of the identified deficiencies that were resulting in high employee turnover rates.

To ensure the district's ability to attract and retain competent employees in all positions, management has recommended, and the board has approved the regular completion of total compensation evaluations, comparing the district's salary and benefits to those provided by comparator agencies. The completion of a compensation analysis and adjustment of compensation is also required, if necessary, by the memorandum of understanding with Operating Engineers #3.

On November 12, 2024, the Board of Directors accepted the Employee Compensation and Benefits Study that was prepared by Bryce Consulting Inc. The Board directed staff to develop a plan for implementation of the revised salaries recommended in the plan. Staff has identified the appropriate salary ranges for each of the District positions requiring adjustment, using the Total Compensation Study Median values. The Compensation Study Salary Adjustments sheet, attached, shows the current salary range and step, from the attached salary range chart, for each employee and position that will

see a change. Depending upon the amount of adjustment required to the range, employees were moved to the step in the range that provided a 5% increase, which was the case for the Operations and Administrative Services Manager. The newly proposed Executive Assistant position is set at step 1 of the new range 28. For all other positions requiring adjustment, the change was small enough that the current employee will remain at their current step of the new range.

FINANCIAL IMPACT:

If approved, the recommended salary changes will result in an increase of payroll expense in the amount of \$88,317.48 for the next full fiscal year, a 2.71% increase in payroll. The salary adjustments will result in a payroll increase of \$27,174.61 for the remainder of the 2024/25 FY Budget; a 0.83% increase for this fiscal year. These adjustments, if approved, will be contingent on and included in the Mid-Year Budget Adjustment that will be considered by the Board at February's Quarterly Workshop.

ATTACHMENTS:

1. Proposed Compensation Salary Adjustments
2. Resolution 07-2025

ATTACHMENT A - RESOLUTION 07-2025

**Compensation Study Recommended Salary Adjustments
Current vs Recommended**

Position		Range	Employee's Current Step	2024/25 Base Salary
Current	Administrative Services Manager	43	Step 5	\$ 162,240.00
Recommended	Bring to Market Range	48	Step 4	\$ 174,824.00
Difference				\$ 12,584.00
Current	Admin Svcs Tech III	13	Step 5	\$ 77,355.20
Recommended	Executive Assistant-Board Secretary - NEW	28	Step 1	\$ 92,164.80
Difference				\$ 14,809.60
Current	Operations and Maintenance Manager	38	Step 5	\$ 143,395.20
Recommended	Bring to Market Range	45	Step 3	\$ 154,606.40
Difference				\$ 11,211.20
Current	Information/Instrumentation Systems Manager	35	Step 5	\$ 133,161.60
Recommended	Bring to Market Range	36	Step 5	\$ 136,552.00
Difference				\$ 3,390.40
Current	Chief Plant Operator	27	Step 5	\$ 109,296.00
Recommended	Bring to Market Range	28	Step 5	\$ 112,028.80
Difference				\$ 2,732.80
Current	Water/Wastewater Operator I	9	Step 5	\$ 70,075.20
Recommended	Bring to Market Range	11	Step 5	\$ 73,632.00
Difference				\$ 3,556.80
Current	Operations and Maintenance Supervisor	27	Step 5	\$ 109,304.00
Recommended	Bring to Market Range	28	Step 5	\$ 112,028.80
Difference				\$ 2,724.80
Current	Collection and Distribution System Operator I	5	Step 5	\$ 63,481.60
Recommended	Bring to Market Range	7	Step 5	\$ 66,705.60
Difference				\$ 3,224.00
Current	Maintenance Mechanic I	11	Step 1	\$ 60,569.60
Recommended	Bring to Market Range	14	Step 1	\$ 65,228.80
Difference				\$ 4,659.20
Compensation Study Recommended Salary Adjustments - Unfilled				
Current	Maintenance Mechanic II	17	Step 1	\$ 85,382.00
Recommended	Bring to Market Range	18	Step 1	\$ 87,516.00
Difference				\$ 2,134.00
Current	Maintenance Mechanic III	21	Step 5	\$ 94,245.00
Recommended	Bring to Market Range	22	Step 5	\$ 96,602.00
Difference				\$ 2,357.00
				Grand Total
				Yearly Change Including
				Salaries, Taxes & Benefits \$ 88,317.48
				Remainder of FY25 \$ 27,174.61
				Total Annual Salary & Benefit Budget \$ 3,251,075.00
				Yearly Change % 2.717%
				Remainder of FY25 Change % 0.836%

RESOLUTION 07-2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AMENDING THE DISTRICT'S SALARY SCHEDULE AS RECOMMENDED IN THE TOTAL COMPENSATION ANALYSIS REPORT PREPARED BY BRYCE CONSULTING INC., WITH SALARY ADJUSTMENTS EFFECTIVE FOR THE PAY PERIOD BEGINNING MARCH 7, 2025

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, to ensure the district's ability to attract and retain competent employees in all positions, management has recommended, and the board has approved the regular completion of total compensation evaluations, comparing the district's salary and benefits to those provided by comparator agencies; and

WHEREAS, on August 8, 2024 the District entered into contract with Bryce Consulting Inc. to prepare a thorough compensation evaluation; and

WHEREAS, Bryce Consulting Inc. developed a slate of similar comparator public agencies against which the District salaries and benefits were compared; and

WHEREAS, on November 12, 2024, the Board of Directors accepted the Employee Compensation and Benefits Study that was prepared by Bryce Consulting Inc., and;

WHEREAS, the Board directed staff to develop an implementation plan for revised salaries and;

WHEREAS, staff has established salary ranges for District positions at the Total Compensation Study Median as shown in the salary chart included herein as Attachment A.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY *adopt Resolution 07-2025 amending the District's Salary Schedule as recommended in the Total Compensation Analysis Report Prepared by Bryce Consulting Inc., with salary adjustments effective for the pay period beginning March 7, 2025.*

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 11, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on February 11, 2025.

DATED: _____